



North Carolina Department of Transportation

Private Consulting Firm Qualifications Package

NAME OF FIRM	DATE	YEAR ESTABLISHED
BRANCH OFFICE TO BE PREQUALIFIED		A/C & TEL. NO. ()
<u>Physical Address:</u>	<u>Mailing Address:</u>	FAX NO. ()
CORPORATE ADDRESS		A/C & TEL. NO. ()
<u>Physical Address:</u>	<u>Mailing Address:</u>	FAX NO. ()
CONTACT PERSON		
<u>Branch Office:</u>		<u>Corporate:</u>
A/C & TEL NO. ()	FAX NO. ()	A/C & TEL NO. ()
e-mail address:	e-mail address:	e-mail address:
This application is based on the following factors: <i>(Check appropriate designation)</i>		
<u>ORGANIZATION</u>	<u>TYPE OF APPLICATION</u>	<u>TOTAL EMPLOYEES IN FIRM</u>
Individual <input type="checkbox"/>	New <input type="checkbox"/>	_____ Total Employees in Firm
Sole Proprietor <input type="checkbox"/>	Updated <input type="checkbox"/>	_____ Total Employees in Branch Office
Partnership <input type="checkbox"/>	Reinstatement <input type="checkbox"/>	_____ Total PE's in Branch Office
Corporation <input type="checkbox"/>		_____ Total LG's in Branch Office
LLC <input type="checkbox"/>		_____ Total PLS's in Branch Office
FEDERAL TAX IDENTIFICATION NUMBER _____		
DATE OF REGISTRATION AND REGISTRATION NUMBER WITH SECRETARY OF STATE'S OFFICE _____		
DATE		NUMBER <i>(if applicable)</i>
FIRM REGISTERED WITH NC STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS		
Yes <input type="checkbox"/>	License Number _____	
No <input type="checkbox"/>	<i>(If yes, attach copy of latest certificate or renewal letter from Board)</i>	
FIRM REGISTERED WITH NORTH CAROLINA BOARD FOR LICENSING OF GEOLOGISTS		
Yes <input type="checkbox"/>	License Number _____	
No <input type="checkbox"/>	<i>(If yes, attach copy of latest certificate or renewal card from Board)</i>	
I certify the information contained within this application is accurate. <i>Submission of false information is cause for denial of prequalification with the North Carolina Department of Transportation.</i>		
NAME OF FIRM OR INDIVIDUAL SUBMITTING APPLICATION	NAME AND TITLE OF PERSON SIGNING:	
_____	_____	
Signature	Date	

* This form can also be completed using the Online Prequalification System at our web site:
www.ncdot.org/business/ocs/pef

BRANCH OFFICE REQUESTING PREQUALIFICATION (Attach organizational chart for the Branch office w/employees & areas of expertise noted.)

NUMBER OF PERSONNEL BY DISCIPLINE:

_____ Administrative	_____ Geologists	_____ Photogrammetrists
_____ Civil Engineers	_____ Hydraulics Engineers	_____ Environmental
_____ Draftsmen/CADD	_____ Soils Engineers	_____ Engineers
_____ Transportation Engineers	_____ Bridge Engineers	_____ Safety & Health
_____ Electrical Engineers	_____ Surveyors	_____

INDICATE TYPE OF PROJECTS FOR WHICH YOUR FIRM REQUESTS PREQUALIFICATION:

If new firm, or existing firm adding new area of expertise, send a sample of work for each new area marked.

ROADWAY DESIGN

_____ Rural Roadway Design

_____ Urban Roadway Design

_____ Interchange Design

_____ (submittal should include sample (plans) showing
MicroStation & GEOPAK capabilities)

_____ Roadway Lighting

BRIDGE DESIGN

_____ Bridges - Spans under 200'

_____ Bridges - Spans over 200'

The minimum personnel criteria for in-state status requires at least two permanent engineers & a technician. Both engineers must have substantial bridge design experience & at least one of the engineers must be a Registered Professional Engineer in NC.

SURVEYING

_____ GPS (sample should include equipment list and a sample of
static network documentation & RTK site calibration)

_____ SUE (sample should include equipment list)

_____ Route Location Surveys (sample should include equipment list)

_____ Vangarde

_____ High Density Laser Scanner
(sample should include equipment list)

_____ Hydrographic Surveys
(sample should include equipment list)

STORMWATER PROGRAM

_____ Planning, design, & construction of stormwater BMPs

_____ Water quality monitoring

_____ Technical water quality assessments

_____ Stakeholder facilitation

_____ IT development to support information management,
analysis, monitoring, and reporting

_____ Watershed analysis & modeling

_____ Public participation & outreach

_____ Regulatory analysis & planning

_____ Development of design standards, manuals, &
performance criteria for program management

HYDRAULICS

_____ Hydraulic Design

OTHER

_____ Visualization (submittal should include sample showing visualization
capabilities.)

Highway Design Branch continued on next page...

(see Branch Office statement on bottom of page 2a)

Highway Design Branch – Geotechnical Engineering Unit

BRANCH OFFICE REQUESTING PREQUALIFICATION (Attach organizational chart for the Branch office w/employees & areas of expertise noted.)

NUMBER OF PERSONNEL BY DISCIPLINE:

_____ Administrative	_____ Geoenvironmental Geologists/Engineers	_____ Lead Drillers
_____ Draftsmen/CADD	_____ Geophysicists	_____ Project Geologists/ Geological Engineers
_____ Engineering Technicians	_____ Geotechnical Engineers	_____ Safety & Health
_____ Field Geologists	_____ Hydraulics Engineers	_____ Surveyors

INDICATE GEOTECHNICAL ENGINEERING DISCIPLINES FOR WHICH YOUR FIRM REQUESTS PREQUALIFICATION:

Submit documentation verifying that your firm meets the geotechnical consultant prequalification requirements listed at www.ncdot.org/doh/preconstruct/highway/geotech/contractserv/PrequalRequirements/ConsultantPrequalRequirements.pdf

GEOTECHNICAL ENGINEERING DISCIPLINES

GEOTECHNICAL ENGINEERING SERVICES

_____ Roadway Foundation Investigation & Design
_____ Structure Foundation Investigation & Design
_____ Retaining Wall Investigation & Design
_____ Pavement Design Investigation

GEOENVIRONMENTAL SERVICES

_____ Hazardous Waste Site Analysis
_____ Underground Storage Tank Analysis

GEOPHYSICAL SERVICES

_____ Geophysical Services

GEOTECHNICAL SPECIALTY SERVICES

_____ Ground Improvement Design
_____ Cantilever Retaining Wall Design
_____ Anchored Retaining Wall Design
_____ MSE Retaining Wall Design
_____ Dam Investigation, Evaluation & Design
_____ Landslide Investigation, Evaluation & Mitigation Design
_____ Rock Slope Investigation, Evaluation & Design
_____ Rock Blasting Evaluation & Design

A Branch firm is a firm that maintains an office with an adequate number of employees determined by the department to be capable of performing the work required. Any firm meeting these requirements will be shown on the Highway Design Branch register of qualified firms. If a firm has a Branch office, but does not have individuals qualified in a specific area, that area of expertise will not be shown. If you feel your firm has a specialized expertise, complete the form and we will review and make our determination.

Contact Person: Judy Slywka - 919/250-4001
jslywka@ncdot.gov

BRANCH OFFICE REQUESTING PREQUALIFICATION (Attach organizational chart for the Branch office w/employees & areas of expertise noted.)

NUMBER OF PERSONNEL BY DISCIPLINE:

_____ Construction Technicians
 _____ Claims Analysts
 _____ CPM Schedulers
 _____ Construction Managers

INDICATE TYPE OF PROJECTS FOR WHICH YOUR FIRM REQUESTS PREQUALIFICATION:

CONSTRUCTION

_____ Roadway Construction Engineering & Inspection	_____ Construction Contract Claim Analysis
_____ Structures Construction Engineering & Inspection	_____ Critical Path Method (CPM) Scheduling
_____ Intelligent Transportation Systems (ITS) Inspection	Other: _____
_____ Signal Systems Inspection	_____

Contact Person: Mickey Biedell, PE - 919/733-7174
mbiedell@ncdot.gov

Transportation Mobility and Safety Division

BRANCH OFFICE REQUESTING PREQUALIFICATION (Attach organizational chart for the Branch office w/employees & areas of expertise noted.)

NUMBER OF PERSONNEL BY DISCIPLINE:

_____ Administrative	_____ Software Engineers	_____	_____
_____ Civil Engineers	_____ GIS Staff	_____	_____
_____ Draftsmen/CADD	_____ Structural Engineer	_____	_____
_____ Electrical Engineers	_____ Safety & Health	_____	_____
_____ Transportation Engineers	_____	_____	_____

INDICATE TYPE OF PROJECTS FOR WHICH YOUR FIRM REQUESTS

PREQUALIFICATION: If new firm or existing firm adding a new area of expertise, send a sample of work for each new area marked for the key personnel involved.

ITS & SIGNALS

_____ Signal Design
_____ Signal System Design
_____ Signal System Timing Development & Implementation
_____ Signal Equipment Design/Application
_____ Intelligent Transp System Technologies (ITS) Design
_____ Utility Make-Ready Design

SIGNING & DELINEATIONS

_____ Guide Sign Design – Conventional Roads
_____ Guide Sign Design – Expressways & Freeways
_____ Pavement Marking Plans

TRAFFIC ENGINEERING

_____ Traffic Data Collection

CONGESTION MANAGEMENT

_____ Traffic Impact Studies/Analyses
_____ Independent review of Traffic Impact Studies/Analyses
_____ Capacity Analyses (Interchanges)
_____ Capacity Analyses (Freeways)
_____ Capacity Analyses (Arterials)
_____ Capacity Analyses (Intersections)
_____ Capacity Analyses (Roundabouts)
_____ Traffic Simulations using advanced modeling software
_____ Corridor Studies
_____ Interchange Modification/Justification Reports
_____ School Traffic Operation Studies

WORK ZONE TRAFFIC CONTROL

_____ Traffic Control Plans

Contact Person: Renee Roach, PE - 919/771-2741
rroach@ncdot.gov

Project Development & Environmental Analysis

BRANCH OFFICE REQUESTING PREQUALIFICATION (Attach organizational chart for the Branch office w/employees & areas of expertise noted.)

NUMBER OF PERSONNEL BY DISCIPLINE:

_____ Administrative	_____ Traffic Noise & Air Quality Specialists	_____ Public Involvement Specialists
_____ Civil Engineers		
_____ Draftsmen/CADD	_____ Community Planners	_____ GIS
_____ NEPA/SEPA Practitioners	_____ Architectural Historians	_____ Environmental Engineers
_____ Transportation Planners	_____ Soil Scientists	
_____ Archaeologists	_____ Biologists	_____ Safety & Health
	_____ Sociologists	

INDICATE TYPE OF PROJECTS FOR WHICH YOUR FIRM REQUESTS PREQUALIFICATION:

PROJECT PLANNING FOR HIGHWAY PROJECTS

_____ Categorical Exclusions
 _____ Environmental Assessments/Finding of No
 Significant Impacts
 _____ Environmental Impact Statements

HUMAN ENVIRONMENT UNIT (HEU)

_____ Public Involvement
 _____ Community Impact Assessment
 _____ Indirect & Cumulative Impacts Assessment
 _____ Archaeological Resource Surveys
 _____ Historic Architectural Surveys of Standing
 Structures (Buildings & Bridges)
 _____ Traffic Noise Analysis
 _____ Air Quality Analysis
 _____ Limited English Proficiency

NATURAL ENVIRONMENT UNIT (NEU)

_____ Threatened & Endangered Species Survey
 & Studies
 _____ Ecological & Biotic Community Studies
 _____ Wetland and Stream Delineation
 _____ Freshwater Mussel Surveys
 (copies of permits & licenses must be attached)
 _____ ICI Water Quality Assessments

(NEU) ON-SITE SERVICES

_____ Wetland, Stream, and Buffer Permitting
 _____ Wetland Mitigation Site Planning
 _____ Wetland Mitigation Site Design and
 Construction Oversight
 _____ Stream Biological Monitoring
 _____ Stream Mitigation Site Plan
 _____ Stream Mitigation Site Design and
 Construction Oversight

Contact Person: Pam Rogers - (919) 733-7844 x 219
progers@ncdot.gov

BRANCH OFFICE REQUESTING PREQUALIFICATION (Attach organizational chart for the Branch office w/employees & areas of expertise noted.)

NUMBER OF PERSONNEL BY DISCIPLINE:

_____ Administrative	_____ GIS Technicians	_____
_____ Cartographers	_____ Project Managers	_____
_____ GIS Analysts	_____ Surveyors (PLS)	_____

INDICATE TYPE OF PROJECTS FOR WHICH YOUR FIRM REQUESTS PREQUALIFICATION:

_____ Cartography

_____ Field Data Collection

_____ Data Conversion

_____ Data Validation (QA/QC)

_____ Remote Sensing Data acquisition and Processing

Contact Person: John Farley - 919/707-2151
jcfarley@ncdot.gov

BRANCH OFFICE REQUESTING PREQUALIFICATION (Attach organizational chart for the Branch office w/employees & areas of expertise noted.)

NUMBER OF PERSONNEL BY DISCIPLINE:

_____ Administrative	_____ Hydraulics Engineers	_____ Construction Mgrs. (CEI)
_____ Civil Engineers	_____ Soils Engineers	_____ Construction Tech. (CEI)
_____ Bridge Inspectors (NBIS)	_____ Bridge Engineers	_____ Cost Estimators
_____ Bridge Analysts	_____ Surveyors	_____ Biologists
_____ Draftsmen/CADD	_____ Environmental Engineers	_____ Archaeologists
_____ Electrical Engineers	_____ Safety & Health	_____ Architectural Historians
_____ Geologists	_____ Claims Analysts	_____ Mechanical Engineer

INDICATE TYPE OF PROJECTS FOR WHICH YOUR FIRM REQUESTS PREQUALIFICATION:

_____ Electrical & Mechanical Design for Moveable Bridge Systems

_____ Load Testing & Finite Analysis

_____ NBIS Municipal Bridge Inspection

Contact Person: Michael Summers - 919/835-8277
msummers@ncdot.gov

BRANCH OFFICE REQUESTING PREQUALIFICATION (Attach organizational chart for the Branch office w/employees & areas of expertise noted.)
NUMBER OF PERSONNEL BY DISCIPLINE:

_____ Administrative	_____ Lumber Inspectors
_____ Biologists	_____ Safety & Health
_____ Certified Welding Inspectors	_____ Level II Asphalt Technician
_____ Chemists	_____ Concrete Field Technician
_____ Other Metals and Coatings Inspectors	_____
_____	_____
_____	_____

INDICATE TYPE OF PROJECTS FOR WHICH YOUR FIRM REQUESTS PREQUALIFICATION:
Laboratory Services

- _____ Thermoplastic
- _____ Lead-in/Loop Cable
- _____ Asphalt Materials – Binder & Emulsified
- _____ Metal Alloys
- _____ Paint Coating
- _____ Hot Bitumen Adhesive
- _____ Glass Beads
- _____ Aggregate
- _____ Soils Lab Tier I
- _____ Soils Lab Tier II
- _____ Soils Lab Tier III

Inspection Services

- _____ Inspection of Prestressed Concrete
- _____ Inspection of QC/QA Asphalt Technician
- _____ Inspection of QC/QA Asphalt Laboratory Equipment
- _____ Inspection of Structure Coating

Contact Person: Phil Stanberry - 919/733-7091
pstanberry@ncdot.gov

BRANCH OFFICE REQUESTING PREQUALIFICATION (Attach organizational chart for the Branch office w/employees & areas of expertise noted.)

NUMBER OF PERSONNEL BY DISCIPLINE:

_____ Administrative	_____ Safety & Health	_____
_____ Pavement Design	_____	_____
_____ Pavement Analysis	_____	_____
_____ Pavement Distress Identification	_____	_____
_____ Pavement Management	_____	_____
_____	_____	_____

INDICATE TYPE OF PROJECTS FOR WHICH YOUR FIRM REQUESTS PREQUALIFICATION:

Pavement Management

_____ Pavement Design

_____ Pavement Condition Surveys

_____ Pavement Analysis

_____ Pavement Management Systems

_____ Pavement Deflection Testing & Backcalculation

_____ Skid Testing

_____ Profilometer & Reporting

_____ Ground Penetrating Radar & Analysis

High Speed Highway Data Collection

_____ High Speed Data Collection and Processing

_____ Quality Assurance for High Speed Data Collection

Contact Person: Jerry Blackwelder, PE - 919/212-6050
jblackwelder@ncdot.gov

BRANCH OFFICE REQUESTING PREQUALIFICATION (Attach organizational chart for the Branch office w/employees & areas of expertise noted.)

NUMBER OF PERSONNEL BY DISCIPLINE:

_____	Certified Safety Professional	_____	_____
_____	Certified Industrial Hygienists	_____	_____
_____		_____	_____
_____		_____	_____
_____		_____	_____

INDICATE TYPE OF PROJECTS FOR WHICH YOUR FIRM REQUESTS PREQUALIFICATION:

_____ **SAFETY & HEALTH**

_____ Training

_____ Indoor Air Quality

_____ Hearing Conservation

_____ Pulmonary Function

_____ Industrial Hygiene Air Sampling (i.e., Silica, Lead)

_____ Ergonomics

_____ Safety & Health

Contact Person: Melinda Dudley - 919/250-4200 x253
mdudley@ncdot.gov

BRANCH OFFICE REQUESTING PREQUALIFICATION (Attach organizational chart for the Branch office w/employees & areas of expertise noted.)

NUMBER OF PERSONNEL BY DISCIPLINE:

<input type="checkbox"/> Administrative	<input type="checkbox"/> Public Involvement Specialists	<input type="checkbox"/> Traffic Forecasters
<input type="checkbox"/> Civil Engineers	<input type="checkbox"/> Transportation Planners	<input type="checkbox"/>
<input type="checkbox"/> GIS	<input type="checkbox"/> Air Quality/Conformity	<input type="checkbox"/>
<input type="checkbox"/> Transportation Engineers	<input type="checkbox"/> Traffic Survey/Data Collectors	<input type="checkbox"/>
<input type="checkbox"/> Land Use Planners	<input type="checkbox"/> Multimodal Transportation Planning	<input type="checkbox"/>
<input type="checkbox"/> Environmental Specialists	<input type="checkbox"/> Corridor Planning	<input type="checkbox"/>
<input type="checkbox"/> Transportation Modelers	<input type="checkbox"/> Freight Planning	<input type="checkbox"/>

INDICATE TYPE OF PROJECTS FOR WHICH YOUR FIRM REQUESTS PREQUALIFICATION:

<input type="checkbox"/> Multimodal Transportation Planning	<input type="checkbox"/> Comprehensive Transportation
<input type="checkbox"/> Long Range Transportation Planning	<input type="checkbox"/> Planning Development
<input type="checkbox"/> Travel Demand Model Development	<input type="checkbox"/> Project Level Traffic Forecasting
<input type="checkbox"/> Travel Demand Model Application	<input type="checkbox"/> Freight Forecasting
<input type="checkbox"/> Air Quality Conformity	<input type="checkbox"/> Corridor Planning
<input type="checkbox"/> Travel Survey	

Contact Person: Dan Thomas, PE - 919/715-5482 ext. 389
danthomas@ncdot.gov

BRANCH OFFICE REQUESTING PREQUALIFICATION (Attach organizational chart for the Branch office
w/employees & areas of expertise noted.)

NUMBER OF PERSONNEL BY DISCIPLINE:

_____ Administrative
_____ Civil Engineers
_____ Agricultural Engineers
_____ Hydraulic Engineers
_____ Environmental Engineers
_____ Draftsmen/CADD

INDICATE TYPE OF PROJECTS FOR WHICH YOUR FIRM REQUESTS PREQUALIFICATION:

_____ Erosion and Sediment Control Design
_____ Stream Restoration/Mitigation Monitoring
_____ Wetland Mitigation Monitoring

Contact Person: David B. Harris - 919/733-2920 x 64
davidharris@ncdot.gov

BRANCH OFFICE REQUESTING PREQUALIFICATION (Attach organizational chart for the Branch office w/employees & areas of expertise noted.)

NUMBER OF PERSONNEL BY DISCIPLINE:

_____ Administrative	_____ Geologists	_____ Environmental Engineers
_____ Civil Engineers	_____ Hydraulics Engineers	
_____ Draftsmen/CADD	_____ Soils Engineers	_____ Architects
_____ Traffic Engineers	_____ Bridge Engineers	_____ Construction Inspectors
_____ Railroad Engineers	_____ Surveyors	
_____ Roadway Engineers	_____ Photogrammetrists	_____ Safety & Health

INDICATE TYPE OF PROJECTS FOR WHICH YOUR FIRM REQUESTS PREQUALIFICATION:

RAIL-HIGHWAY CROSSING

_____ Traffic Separation Studies and Crossing Evaluation Studies

_____ Railroad Crossing Signal and Traffic Engineering Services

RAIL ENGINEERING

_____ Industrial and Yard Track Design and Layout

_____ Freight Main Track Design and Layout

_____ Intercity Passenger and HSR Track Design and Layout

_____ Rail Transit Design and Plans Review

_____ Railroad Communications and Signal System Design

_____ Review and Development of Railroad

_____ Engineering Drawings, Standards and Specifications

_____ Rail Construction Project Inspection and Management

_____ Rail Corridor Traffic Modeling and Capacity

_____ Track Design and Layout

OPERATIONS FACILITIES DESIGN AND MANAGEMENT

_____ Passenger Station Design

_____ Historic Passenger Station Renovations

_____ Passenger Platforms

_____ Construction Administration

_____ Maintenance Facility

_____ Rail Facilities

_____ Rail Sidings

_____ Landscape and Streetscape Design

_____ Rail Corridor Maintenance Assessments, Surveys, and Lease Studies

PROJECT PLANNING

_____ Rail Functional and Preliminary Design

_____ Studies of Economic and Fiscal Impact of Rail Related Activities

_____ Demand Modeling, Ridership, Revenue, Operating Costs for Commuter and Intercity Passenger Rail Operations

_____ Train Performance and Rail Line Capacity Analysis

_____ Technical and Negotiation Assistance in Securing Rail Lines or Corridors

Contact Persons:

Rail-Highway Crossing:

Jahmal Pullen - 919/715-8748

jpullen@ncdot.gov

Rail Engineering:

Jason Orthner - 919/715-7894

jorthner@ncdot.gov

Operations Facilities Design & Maint:

Michael Shumsky - 919/733-7245

mshumsky@ncdot.gov

Project Planning:

Arthur Petteway - 919/250-4153

apetteway@ncdot.gov

BRANCH OFFICE REQUESTING PREQUALIFICATION (Attach organizational chart for the Branch office w/employees & areas of expertise noted.)

NUMBER OF PERSONNEL BY DISCIPLINE:

_____ Administrative	_____ Traffic Noise & Air Quality Specialists	_____ Public Involvement Specialists
_____ Civil Engineers	_____ Community Planners	_____ GIS
_____ Draftsmen/CADD	_____ Architectural Historians	_____ Environmental Engineers
_____ Transportation Engineers	_____ Soil Engineers	_____ Safety & Health
_____ Transportation Planners	_____ Biologists	
_____ Hydraulics Engineers	_____ Archaeologists	

INDICATE TYPE OF PROJECTS FOR WHICH YOUR FIRM REQUESTS PREQUALIFICATION:

PROJECT PLANNING

_____ Feasibility Studies

Contact Persons: Derrick W. Lewis, PE - 919/715-5572
Dlewis@ncdot.gov

BRANCH OFFICE REQUESTING PREQUALIFICATION (Attach organizational chart for the Branch office w/employees & areas of expertise noted.)

Number of Personnel by Discipline:

<input type="text"/> Administrative	<input type="text"/> Graphic Design	<input type="text"/> Roadway Design
<input type="text"/> Environmental Management Systems	<input type="text"/> Industrial Psychology	<input type="text"/> Hydraulics Design
<input type="text"/> Strategic Planning	<input type="text"/> Change Management	<input type="text"/> Geotechnical Engineering
<input type="text"/> Conflict/Dispute Resolution	<input type="text"/> Industrial Engineering	<input type="text"/> Structure Design
<input type="text"/> Sociology	<input type="text"/> Public Involvement & Outreach	<input type="text"/> Traffic Engineering
<input type="text"/> Training & Development	<input type="text"/> Project Management	<input type="text"/> Roadway Construction
<input type="text"/> Public Administration	<input type="text"/> Technical Writing	<input type="text"/> Bridge Construction
<input type="text"/> Policy Analysis	<input type="text"/> Project Estimator	<input type="text"/> Roadway Maintenance
<input type="text"/> Statistics	<input type="text"/> Licensed PE/CVS	<input type="text"/> Bridge Maintenance
<input type="text"/> Process Improvement	<input type="text"/> Licensed CVS	<input type="text"/> Other: _____
<input type="text"/> Business Management	<input type="text"/>	<input type="text"/>

INDICATE TYPE OF PROJECTS FOR WHICH YOUR FIRM REQUESTS PREQUALIFICATION:

Quality Enhancement	Value Engineering
<input type="text"/> Process Improvement & Reengineering	<input type="text"/> Team Leader (PE/CVS)
<input type="text"/> Environmental Management Systems	<input type="text"/> Team Facilitator (CVS)
<input type="text"/> Conflict/Dispute Resolution	<input type="text"/> Partial VE Study Team: Roadway Design Engineer
<input type="text"/> Community and Stakeholder Involvement	<input type="text"/> Partial VE Study Team: Hydraulics Design Engineer
<input type="text"/> General Meeting Facilitation	<input type="text"/> Partial VE Study Team: Structure Design Engineer
<input type="text"/> Facilitation Training	<input type="text"/> Partial VE Study Team: Geotechnical Engineer
<input type="text"/> Strategic Planning	<input type="text"/> Partial VE Study Team: Traffic Operations Engineer
<input type="text"/> Problem Solving Facilitation	<input type="text"/> Partial VE Study Team: Project Estimator
<input type="text"/> Consensus Building	<input type="text"/> Partial VE Study Team: Roadway Construction Engineer
<input type="text"/> Change Management	<input type="text"/> Partial VE Study Team: Bridge Construction Engineer
<input type="text"/> Procedure Development & Documentation	<input type="text"/> Partial VE Study Team: Roadway Maintenance Engineer
<input type="text"/> Other (specify) _____	<input type="text"/> Partial VE Study Team: Bridge Maintenance Engineer
	<input type="text"/> Entire VE Study Team
	<input type="text"/> Constructability Expert
	<input type="text"/> Complementary Service: Information Gathering
	<input type="text"/> Complementary Service: Provide Facility for Team Studies
	<input type="text"/> Complementary Service: Prepare VE Study Report
	<input type="text"/> Complementary Service: Formal Presentation
	<input type="text"/> Complementary Service: Development of Implementation
	<input type="text"/> Plans
	<input type="text"/> Procedure Development & Documentation
	<input type="text"/> Value Engineering Training

Contact Person:

Odessa McGlown – 919/508-1761
omcglown@ncdot.gov

BRANCH OFFICE REQUESTING PREQUALIFICATION (Attach organizational chart for the Branch office w/employees & areas of expertise noted.)

NUMBER OF PERSONNEL BY DISCIPLINE:

_____ Administrative	_____ Water Resources	_____ Electrical Engineers
_____ Civil Engineers	_____ Construction Engineers	_____ Telecommunications
_____ Draftsmen/CADD	_____ Construction Inspectors	
_____ Utility Coordinators	_____	
_____	_____	

INDICATE TYPE OF PROJECTS FOR WHICH YOUR FIRM REQUESTS PREQUALIFICATION:

If new firm, or existing firm adding new area of expertise, send a sample of work for each new area marked.

Utility Engineering

_____ Public Water Distribution Systems
 _____ Public Water Transmission Systems
 _____ Sanitary Sewer Collection Systems
 _____ Sanitary Sewer Outfall Systems
 _____ Electric Power Distribution
 _____ Electric Power Transmission
 _____ Telecommunications Outside Plant
 _____ Gas Distribution
 _____ Trenchless Technology

Utility Construction Engineering and Inspection

_____ Public Water Distribution Systems
 _____ Public Water Transmission Systems
 _____ Sanitary Sewer Collection Systems
 _____ Sanitary Sewer Outfall Systems
 _____ Electric Power Distribution
 _____ Electric Power Transmission
 _____ Telecommunications Outside Plant
 _____ Gas Distribution
 _____ Trenchless Technology

Utility Coordination

Contact Person: Roger G. Worthington, Jr., PE - 919/250-4128
rworthington@ncdot.org

BRANCH OFFICE REQUESTING PREQUALIFICATION

NUMBER OF PERSONNEL BY DISCIPLINE:

_____ Administrative	_____ Document Specialists
_____ R/W Negotiators	_____ Property Manager
_____ R/W Appraisers	
_____ Relocation Agents	
_____ Project Managers	
_____ Review Appraisers	
_____ Relocation Reviewers	

INDICATE TYPE OF PROJECTS FOR WHICH YOUR FIRM REQUESTS PREQUALIFICATION:

[illegible]

Contact Person: Neal Strickland - 919/733-7932 - Ext. 317
nstrickland@ncdot.gov

Division of Aviation

BRANCH OFFICE REQUESTING PREQUALIFICATION (Attach organizational chart for the Branch office w/employees & areas of expertise noted.)

NUMBER OF PERSONNEL BY DISCIPLINE: *(If individual has more than one discipline, list primary only.)*

_____ Administrative	_____ Aviation Economists	_____ Aircraft Maint. Mgmt.
_____ Civil Engineers	_____ Draftsmen/CADD	_____ Executive Pilots (Captains & F.O.)
_____ Transportation Engineers	_____ Aviation Safety Specialist	_____
_____ Environmental Engineers	_____ Airport Project Mgmt.	_____
_____ Transportation Planners	_____ Grant Administration	_____
_____ Environmental Specialist	_____ Flight Ops Mgmt.	_____
_____ NAVAID Technicians	_____ Aircraft Maint. Techs	_____

INDICATE TYPE OF PROJECTS FOR WHICH YOUR FIRM REQUESTS PREQUALIFICATION:

_____ Airport System Planning	_____ Aviation Research and Development
_____ Airport Design/Engineering/Construction	_____ Avionics System Development
_____ Airfield Pavement Management	_____ Airspace Procedure Development
_____ Commercial Air Service Studies	_____ Aviation Safety/Education/History
_____ Aviation Economic Impact	_____ Flight Operations/Training
_____ NAVAID Development/Maintenance	_____ Other:
_____ Air Service Development	_____
_____ Air Cargo Studies	_____
_____ Flight Ops Mgmt.	
_____ Executive Pilots (Captains & F.O.)	
_____ Aircraft Maintenance	

Contact Person: Rick W. Barkes - 919/840-0112 ext. 227
rbarkes@ncdot.gov

BRANCH OFFICE REQUESTING PREQUALIFICATION (Attach organizational chart for the Branch office w/employees & areas of expertise noted.)

NUMBER OF PERSONNEL BY DISCIPLINE:

<input type="checkbox"/> Administrative	<input type="checkbox"/> Bicycle & Pedestrian Engineers	<input type="checkbox"/> Hydraulic Engineers
<input type="checkbox"/> Civil Engineers	<input type="checkbox"/> Transportation Planners	<input type="checkbox"/> Bridge Engineers
<input type="checkbox"/> Draftsmen/CADD	<input type="checkbox"/> Multimodal Transportation Planning	<input type="checkbox"/> Graphic Designer
<input type="checkbox"/> Transportation Engineers	<input type="checkbox"/> Construction Inspectors	<input type="checkbox"/> Surveyors
<input type="checkbox"/> Land Use Planners	<input type="checkbox"/> Public Involvement Specialists	<input type="checkbox"/> Safety & Health
<input type="checkbox"/> Environmental Specialists	<input type="checkbox"/>	

INDICATE TYPE OF PROJECTS FOR WHICH YOUR FIRM REQUESTS PREQUALIFICATION:

☐ Municipal & Regional Planning Studies
☐ Multi-use trail design, survey & layout
☐ Bicycle map preparation
☐ Landscape & streetscape design

Contact Person: Dorene Creech - 919/807-0770
dcreech@ncdot.gov

BRANCH OFFICE REQUESTING PREQUALIFICATION (Attach organizational chart for the Branch office w/employees & areas of expertise noted.)
NUMBER OF PERSONNEL BY DISCIPLINE: *(If individual has more than one discipline, list primary only.)*

	Administrative		
	Engineers		
	List Other Professionals as		

INDICATE TYPE OF TOLL SERVICES FOR WHICH YOUR FIRM REQUESTS PREQUALIFICATION:
Operations & Maintenance
General O&M Knowledge

- Analysis of long term durability
- O&M comparative cost analysis

Level 1 – Preliminary O&M Plan
Includes:

- Existing data collection and review
- Develop O&M management structure & organization
- Develop O&M requirements
- Preliminary O&M plan
- Preliminary OPEX
- Preliminary CAPEX

Level 2 – Final O&M Plan
Includes:

- Operations manual
- Maintenance manual
- Quality management system plan
- Safety, emergency & inspection plans
- Final OPEX & CAPEX

Level 3 – Investment Grade O&M Services
Includes:

- Due diligence report
- Bond rating agency representation
- Preparation of agreement between lenders and O&M provides
- Sensitivity testing for conditions external to project
- Revenue forecast certification
- Bond rating agency representation

Other O&M Services:
Waste Management
General Solid Waste Management Services
Construction Waste Consulting
Demolition Debris Recycling Consulting
Other Waste Management Services:
General Toll Knowledge
Infrastructure/Interface & Coordination
Toll System Planning & Design
Toll Standards Development
Toll System RFP Development
Toll Operation Marketing Strategy
Toll Collection Facilities & Equipment
Other Toll Services
Traffic and Revenue Forecasts
HOT lane studies

Contact Person: Steve DeWitt, PE, Chief Engineer, (919) 571-3030
steve.dewitt@ncturnpike.org

BRANCH OFFICE REQUESTING PREQUALIFICATION (Attach organizational chart for the Branch office w/employees & areas of expertise noted.)

NUMBER OF PERSONNEL BY DISCIPLINE:

_____ Administrative _____ Photogrammetrists
_____ Civil Engineers
_____ Draftsmen/CADD

INDICATE TYPE OF PROJECTS FOR WHICH YOUR FIRM REQUESTS PREQUALIFICATION:

If new firm, or existing firm adding new area of expertise, send a sample of work for each new area marked.

PHOTOGRAMMETRY

_____ Photogrammetric Services
(sample must include an Orthophoto in both TIF & SID formats, the associated world files, a DGN file, equipment and software list)

_____ Aerial Imagery Services
(sample must include equipment list)

Contact Person: Rob Allen - 919/250-4167
 roballen@ncdot.gov

BRANCH OFFICE REQUESTING PREQUALIFICATION (Attach organizational chart for the Branch office w/employees & areas of expertise noted.)

NUMBER OF PERSONNEL BY DISCIPLINE:

_____ Administrative	_____ Electrical Engineers	_____ Specification Writers
_____ Architects	_____ Estimators	_____ Structural Engineers
_____ Civil Engineers	_____ Interior Designers	_____ Surveyors
_____ Draftsmen/CADD	_____ Mechanical Engineers	

INDICATE TYPE OF PROJECTS FOR WHICH YOUR FIRM REQUESTS PREQUALIFICATION:
ARCHITECTURE

_____ Building Design
 _____ Building Construction Administration
 _____ Advance Planning
 _____ Programming Studies
 _____ Roof Design
 _____ Estimating

SITE CIVIL ENGINEERING

_____ Building Site Design

LEAD PAINT

_____ Lead Paint Testing
 _____ Lead Paint Abatement

MOLD

_____ Mold Testing
 _____ Mold Remediation

ASBESTOS

_____ Asbestos Surveys
 _____ Asbestos Abatement
 _____ Asbestos Awareness Training

PLUMBING, MECHANICAL & ELECTRICAL ENGINEERING

_____ Plumbing Design
 _____ Mechanical Systems Design
 _____ Commissioning
 _____ Life Cycle Cost Analysis
 _____ Building Envelope Design
 _____ Electrical Engineering Design
 _____ Lighting Control Design
 _____ Fire Protection/Fire Alarm System Design
 _____ HVAC
 _____ Geothermal Design
 _____ Energy Modeling

STRUCTURAL ENGINEERING

_____ Building Structural Design
 _____ Building Foundation Design
 _____ Special Inspections

SITE SURVEYING

_____ Topographic Surveying
 _____ Boundary Surveying
 _____ Easement Surveying

Contact Person: Shohreh Katoozian - 919/715-0404
skatoozian@ncdot.gov

BRANCH OFFICE REQUESTING PREQUALIFICATION (Attach organizational chart for the Branch office w/employees & areas of expertise noted.)

NUMBER OF PERSONNEL BY DISCIPLINE:

_____ Disaster Recovery Monitoring Manager
_____ Data and Financial Systems Coordinator
_____ Disaster Recovery Technicians/Monitors

INDICATE TYPE OF PROJECTS FOR WHICH YOUR FIRM REQUESTS PREQUALIFICATION:

If new firm, or existing firm adding new area of expertise, send a sample of work for each new area marked.

DISASTER MONITORING

_____ FEMA Compliance Monitoring & Auditing* * denotes required discipline
_____ Disaster Recovery Planning*
_____ Debris Removal Monitoring*
_____ Disaster Recovery Data & Accounting*
_____ Truck Verification/Certification*
_____ Load Ticket Certification*

Contact Person: Don Aschbrenner - 919/733-3725
 daschbrenner@ncdot.gov

RÉSUMÉ	
Name & Title: Work Address:	
Years experience: With This Firm ____ With Other Firms ____	
Education: Degree(s)/Year/Specialization	
Active Registration: Year First Registered/Discipline	
Other Experience and Qualifications:	
RÉSUMÉ	
Name & Title: Work Address:	
Years experience: With This Firm ____ With Other Firms ____	
Education: Degree(s)/Year/Specialization	
Active Registration: Year First Registered/Discipline	
Other Experience and Qualifications:	
<div style="text-align: right;"><i>Duplicate if necessary</i></div>	

RÉSUMÉ	
Name & Title: Work Address:	
Years experience: With This Firm ____ With Other Firms ____	
Education: Degree(s)/Year/Specialization	
Active Registration: Year First Registered/Discipline	
Other Experience and Qualifications:	

RÉSUMÉ	
Name & Title: Work Address:	
Years experience: With This Firm ____ With Other Firms ____	
Education: Degree(s)/Year/Specialization	
Active Registration: Year First Registered/Discipline	
Other Experience and Qualifications:	

Duplicate if necessary

List **samples** of work (prime & sub) your office has performed in the past three years (i.e., NCDOT, municipal, private, etc.)

FINANCIAL STATEMENT

(For New and Reinstated Firms Only-Not Necessary for Updates)

Balance Sheet as of _____, 20 _____
Date

Firm Name

- ☐ A Corporation
☐ A Partnership
☐ Individual/Other

State in Which Incorporated

TOTAL CURRENT ASSETS

(Including cash, bid deposits,
notes, receivable stocks,
bonds, inventories, interest
receivable, life insurance)

TOTAL CURRENT LIABILITIES

(Judgments, accounts/notes payable
owed to subcontractors, accrued taxes,
accrued salaries and payrolls, accrued
interest payable)

TOTAL FIXED ASSETS

(Net book value of plant,
equipment and real estate)

TOTAL FIXED AND OTHER LIABILITIES

(Including mortgage on plant
equipment and real estate and other
liabilities)

TOTAL OTHER ASSETS

(Non-business real estate,
land, building improvements,
miscellaneous)

NET WORTH

(Including individual or partnership
capital stock, surplus)

TOTAL ASSETS

TOTAL LIABILITIES AND NET WORTH

APPROVAL OF PERSONNEL

The department shall have the right to approve or reject supervisory personnel assigned to a project.

The engineers, business entity, or any subcontractor which are involved in the prequalification review process, listed on the Register of Qualified Firms, or are employed to provide services for the department shall not discuss employment opportunities or engage the services of any person or persons, now in the employment of the State without written and obtained consent of the department. The written consent must be requested through the employee's branch manager.

In the event of engagement, the engineers, business entity, or their subcontractors shall restrict such person or persons from working on any of the contracted projects in which the person or persons were formerly involved in the contracting process while employed by the department. This restriction period shall be for the duration of the contracted project with which the person or persons was involved. "Involvement" shall be defined as active participation in any of the following activities:

- drafting the contract
- defining the scope of the contract
- selection of the firm for services
- negotiations of the cost of the contract (including calculating manhours or fees)
- administration of the contract

An exception to these terms may be granted when recommended by the Secretary and approved by the Board of Transportation.

Failure to comply with the terms stated above in this section shall be grounds for termination of a contract(s) and/or not being considered for selection or work on future contracts for a period of one year.

CONFLICT OF INTEREST ASSESSMENT

1. Has your firm or any principal been indicted, pled guilty, or been convicted of any offense that has resulted in your firm being debarred or suspended from performing work for any State, Local, or Federal Government during the past 5 years? ☐ Yes ☐ No If yes, attach a separate sheet(s) to this form giving the details involved.
2. Has any officer, employee, or member of your firm been indicted, pled guilty, or been convicted of any illegal restraints of trade (including collusive bidding), during the past 5 years? ☐ Yes ☐ No If yes, attach a separate sheet(s) to this form giving the details involved.
3. Has your firm or any officer, employee, or member of your firm been debarred for violation of various Public Contract Acts incorporating Labor Standards Provisions during the past 5 years? ☐ Yes ☐ No If yes, attach a separate sheet(s) to this form giving the details involved.
4. Is your firm under the protection of the bankruptcy court, has pending any petition in bankruptcy court or have you made an assignment for the benefit of creditors? ☐ Yes ☐ No
5. List the principal officers of your firm, or if not a corporation, the owners. If there are more than five (5), attach a list. Attach a brief résumé for each individual listed.

	<u>Name</u>	<u>Position</u>	<u>Years of Experience</u>	<u>Type of Work Experience</u>
1.				
2.				
3.				
4.				
5.				

6. List the principal members of your firm that are involved in the managerial or policy making decisions of your firm if other than those listed above. If there are more than five (5), attach a list. Attach a brief résumé for each individual listed.

	<u>Name</u>	<u>Position</u>	<u>Years of Experience</u>	<u>Type of Work Experience</u>
1.				
2.				
3.				
4.				
5.				

7. List all owners (including individuals, companies or corporations) of applicant's firm and the percent of ownership of each, and any successive parent entities. If there are more than five (5), attach a list. Include only owners who have 10% or more ownership.

	<u>Name of Individual</u>	<u>Percent of Ownership</u>
1.		
2.		
3.		
4.		
5.		

8. List each of the individuals identified in "7" who has financial interest in any other private consulting firm in this or another state; name the other firm and list the percentage of ownership of each owner listed in "10". If more than five (5), attach a list.

	<u>Name of Individual or Firm</u>	<u>Name of Other Firm</u>	<u>Percent of Ownership</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

9. List any officer or member of the firm in a management or policy making position listed in "7" and "8" who also is an officer or serves in the management of any other private consulting firm in this state or any other state. List the officer or manager and the firm as well as the position in the other firm. If more than five (5), attach a list.

	<u>Name of Individual</u>	<u>Name of Firm</u>	<u>Position Held</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

10. List all affiliates of the private consulting firm including, but not limited to: (1) joint ventures, (2) subsidiaries, (3) parent company, (4) companies owned or controlled by the parent company, (5) any company or firm having some mutual owners as the applicant which does business with the applicant. If more than five (5), attach a list.

	<u>Name of Firm</u>	<u>Address</u>	<u>Relationship</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

11. List major creditors of the private consulting firm, of its owners, and of all of its affiliates with normal banking relationships. If more than five (5), attach a list.

	<u>Name</u>	<u>Address</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

12. List major creditors (or endorsers) of the private consulting firm, of its owners, and of all of its affiliates other than normal banking relationships that may have control over the firm. If more than five (5), attach a list.

	<u>Name</u>	<u>Address</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

13. List any substantial landowners with which the private consulting firm, its owners, and its affiliates have a relationship. If more than five (5), attach a list.

	<u>Name</u>	<u>Address</u>	<u>Relationship</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

Firm Name

By: _____

Title: _____

STATE OF _____

COUNTY OF _____

On this _____ day of _____, 20 _____, personally appeared before me

_____ for _____
(Official of Firm) (Firm Name)

who signed the foregoing affidavit in my presence and made oath to the truth of the statement herein contained.

Name of Notary

My commission expires _____

Please send the completed application to the following address:

Attn: Mickey Biedell, PE
Private Consultant Qualifications Engineer
NCDOT Construction Unit

Mailing Address: 1509 Mail Service Center
Raleigh, NC 27699-1509

Physical Address: 1 S. Wilmington St.
Raleigh, NC 27601

Phone: (919) 733-7174
Fax: (919) 733-3584
Email: mbiedell@ncdot.gov